

JOB OPPORTUNITY

11-8-06 to 11-30-06

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Internal Auditor Series
(Administrative Office of the Trial Court)

All applications must be received by: November 30, 2006

POSITION SUMMARY:

Working within the Fiscal Affairs Department of the Administrative Office of the Trial Court, Internal Auditors are responsible for ensuring that Trial Court Divisions, Departments and Administrative Offices comply with Trial Court fiscal and administrative policies. Internal Auditor's are responsible for performing on-site audits, preparing reports of the results of audits, reviewing financial reports and providing technical assistance and training to court personnel

The position will also involve participation in the state-wide implementation of MassCourts, an automated case management system which contains an efficient accounting module.

Candidates can expect a long-term involvement with MassCourts not only with the initial implementation of the accounting module but also with the development of new business practices for Trial Court divisions and audit protocols for a revamped audit process. Computer skills will be important.

The position titles above the entry level perform more complex duties. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATION LEVELS:

Internal Auditor I - This is the entry level position title within this series. Employees at this level are expected to perform the full range of entry level duties and to train for the next higher level.

Internal Auditor II - This is the second level position title within this series. Employees at this level are expected to perform a more expended role in audits, to possess more

knowledge of policies and procedures, and to exercise more independent judgment.

Internal Auditor III - This is third level position title within this series. Employees at this level are expected to serve as senior auditors and to play a lead role in the performance of audits.

MAJOR DUTIES:

Internal Auditor I Duties

Conducts internal audits of the fiscal and administrative procedures in assigned courts and offices to ensure that those procedures comply with Trial Court policies. Audits include interviewing key court personnel, analyzing financial and administrative practices, and reviewing relevant documentation.

Develops a detailed report on each audit. Reports include a review of the findings and an identification of recommendations to correct any deficiencies.

Monitors financial activities in assigned court, including reviewing reports concerning bank reconciliations, trial balances, revenue reconciliations and revenue submissions to the State Treasurer.

Resolves accounting problems encountered by Trial Court personnel.

Provides technical assistance and training to local court personnel on Trial Court policies.

Assists in the performance of County audits.

May assist in the training of new auditors.

May perform special projects as necessary.

Performs related duties as required.

Internal Auditor II Additional Duties

Developed through experience and understanding of all Trial Court Department policies and procedures, court practices and case management rules.

Serves in an expanded role in audit functions/responsibilities due to a greater understanding of Trial Court fiscal policies/procedures, auditing standards and relationships with other State agencies.

Recognize role as a representative of the Chief Justice for Administration and Management by professional manner and appropriate decision making.

Consistent application of Trial Court standards to personal work and advice provided.

Require less supervisory oversight to complete quality and timely work.

Performs all of the duties of the lower level position title within this series.

Internal Auditor III Additional Duties

Exhibits leadership ability as a Senior member of an audit team.

Leads special projects.

Assists in investigations.

Performs all of the duties of the lower level position title within this series.

POSITION REQUIREMENTS:

Internal Auditor I Requirements

Bachelors degree in Business Administration with an accounting or equivalent major.

Up to four years of experience in accounting, at least one of which should be in government accounting. A Masters degree in Business Administration may be substituted for the required experience.

Knowledge of Trial Court and State fiscal procedures.

Knowledge of the principles and practices of auditing.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows, WordPerfect for Windows, and spreadsheets.

Ability to analyze and determine the applicability of financial data, to draw conclusions and make appropriate recommendations.

Ability to gather information by examining records and documents and to interview individuals concerning those records.

Ability to maintain accurate records.

Ability to prepare general and financial reports.

Strong interpersonal skills and the ability to work professionally with persons at all levels, including judges, and to maintain effective working relationships.

Ability to communicate clearly and effectively in oral and written form.

Ability to handle sensitive matters on a confidential basis.

Ability to work independently.

Ability to travel to assigned courts.

Ability to train and provide technical assistance to court personnel.

Internal Auditor II Additional Requirements

A minimum of four years of experience as an Internal Auditor I.

Considerable knowledge of Trial Court and State fiscal procedures.

Advanced knowledge of and ability to use personal computers and related software, including MS Excel spreadsheet and MS Access.

Demonstrated ability to research issues and to recommend feasible solutions.

Demonstrated ability to provide technical assistance and to assist in providing training to court personnel.

Demonstrated ability to independently complete assignments and to handle multiple assignments.

Internal Auditor III Additional Requirements

A minimum of four years of experience as an Internal Auditor II.

Demonstrated ability to supervise less senior staff.

Demonstrated ability to ability to perform audit investigations of a highly sensitive and non-routine nature.

SALARY RANGE: \$47,018.74 with annual increases to \$59,842.04

Send resume **and** completed Massachusetts Trial Court Application for Employment to:

Manager, Fiscal Affairs
Administrative Office of the Trial Court
Two Center Plaza, 9th Floor
Boston, MA 02108

Massachusetts Trial Court **Application for Employment** may be obtained at any courthouse or from our web site at www.mass.gov/courts/jobs.

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